

INDIANA DEPARTMENT OF TRANSPORTATION
DBE TRUCKING GUIDELINES

1. PRECONSTRUCTION REQUIREMENTS

- a. For any INDOT contract involving trucking (“Contract”), at the preconstruction conference (or for those situations where the preconstruction conference is held several weeks prior to the start of construction, within a reasonable time after the preconstruction conference, but at least five days before work begins), the general/prime contractor (“Contractor”) shall provide the INDOT PE/PS with a list of trucking companies, both DBE and non-DBE, that the Contractor and any of its subcontractors intend to use for hauling with respect to the Contract.
- b. This list shall include only those haulers with which the Contractor, or one of its subcontractors, has an agreement for the Contract (“Primary Haulers”). The Contractor shall advise INDOT’s PE/PS of any subsequent changes to the list of Primary Haulers.
- c. The Contractor must provide documentation to the INDOT PE/PS that states the following: [Your company name] has an agreement with [DBE firm name] to perform [type of work] and is compensating [DBE firm name] in the following manner [e.g. weekly, per tonnage, length or time, etc.].
- d. Trucks from other haulers (“Supplemental Haulers”) may be used on the Contract to supplement the trucks available from the Primary Haulers. These Supplemental Haulers shall be operated under agreements with the Primary Hauler.
- e. It is not necessary for INDOT to be given advance notification that a Supplemental Hauler shall be used; however INDOT should receive such notice within a reasonable time. INDOT’s district and field personnel understand that Contractors shall only have agreements with Primary Haulers.

2. POST CONSTRUCTION REQUIREMENTS **For DBE haulers only**

- a. A Primary Hauler shall provide to INDOT PE/PS for any truck that is part of the Primary Hauler’s fleet, or any Supplemental Hauler, the delivery ticket that accompanies a haul to a jobsite, with the following information written thereon or attached thereto: name of driver (include printed name and signature), name of the Primary Hauler or Supplemental Hauler that employs the driver, and whether the Primary Hauler or Supplemental Hauler is a DBE. If a delivery ticket does not accompany a haul to a jobsite another document that provides the information set forth may be used with the prior approval of INDOT.
- b. For each week that a Primary Hauler provides services for a Contract, the Primary Hauler shall provide to the Contractor (or subcontractor for whom it is working), along with any invoice, a certified breakdown of the amount

that can be credited toward the DBE goal on the form entitled **WEEKLY DBE TRUCKING CERTIFICATION**, attached hereto as **EXHIBIT A**.

- c. A weekly summary of the trucks used with respect to the Contract shall also be submitted by the Primary Hauler to the Contractor (or subcontractor for whom it is working) on the form entitled **WEEKLY DBE TRUCKING REPORT**, attached hereto as **EXHIBIT B**.
- d. It is the Contractor's responsibility to ensure that an adequate contract procedure is implemented that ensures the timely submission of all reports.